PARA TO COLOR	Document Number NSHS-0A-004		Version 01	Effective Date O4 MAY O1
	Title Nomination/Selection/Notification/Confirmation Process		Page 1 of 3	
	Process Owner Head Student Support Department	Approval Authority Academic Director		c Director

1. Purpose & Scope

The purpose of the student nomination, selection, notification, and confirmation process is to facilitate Navy Medical Department personnel attendance at NSHS-sponsored management and specialty training courses. Student confirmation finalizes this process.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001 Quality Manual, b) NSHS-002 Quality Systems Document Control, c) Current Fiscal Year Course Catalog, d) Student Support Database, e) Department SOP – Management & Specialty Training Catalog Development, f) SECNAVINST 5212.5 series.

3. Definitions

The terms listed below are defined to assist the reader.

3.1 **N/A**

4. Document Review & Concurrence

Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Head, Student Support Department	OA4 (Process Owner)	CAPT C. Curto	Academic Director	OA(Approval Authority)	CDR L. Hearin

5. Summary of Changes

Version	Description	Date
01	Initial issue of procedure.	03 MAY 01

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Process Flowchart Department SOP Catalog distributed via Annual publication of the NSHS Management & Specialty Internet w/format Training Catalog Development Specialty Training Catalog Nomination Nominations received and placed in Binder Nomination Binder Nominations received via: Call Nomination Authority to Fax Complete & correct information & re-E-mail attachment Accurate? US Mail submit nomination Hand delivered Yes Enter Data from Nomination Binder into Student Support Database and file into Student Support individual Course File(s) Selection Authority is dependent on course Database Generate Nomination List from Student Nomination List A Welcome Aboard Letter/Package contains: Support Database & forward to (per course) Reference to the NSHS Website for information (re-Selection Authority class, schedule, maps, hotels) Funding information Cancellation information Receive Primary and Alternate Selection Point of contact information List from Selection Authority Class confirmation sheet with return deadline date Selection list -Cancelled -Update Student Support Database NSHS-011 Course Forward Funding Data worksheet to Funding Director, Finance (OF) Generate Welcome Aboard Letter Generate Reservist Welcome Aboard Forward selection list update for active Duty Students Package & send via US Mail to MIS for NSHS WebPages Selection Notification Delivered via: Selection List E-mail attachment Update Receive class . Confirmed or Obtain class confirmation sheet prior Cancelled?? confirmation sheet to deadline? Course File contains as a Yes Hotel Roster minimum: Nominations Selection list Generate Hotel & Class Rosters Confirmed Course roster Funding documents Class confirmation sheets

Class Convenes

Generate Final Roster for

distribution

Distribution:

Instructors

Academic Program Management

Registrar

Class Roster

Course File

Student data sheets Final roster

Copy of Travel

Authorizations

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7. Quality Records

Record Name	Owner	Location	Indexing	Duration	Disposition
Course File	Course Program Assistant	File Cabinet	By FY, Course number	3 Years	Destroy per SECNAVINST 5212.5 series

8. Addendum

8.1 N/A